**HORNING PARISH COUNCIL**

**HHHHMinutes of a Parish Council Meeting**

**held on Monday 2nd March 2020 at 7pm in St Benet’s Hall**

**Present: Cllr I Davis**

**Cllr R Martin**

**Cllr A Varley**

**Cllr P Iddon**

**Clerk / RFO: Jo Beardshaw**

**Number of Parishioners: 7**

1. **Apologies.** Cllrs Avellino, Darby and Seddon had sent their apologies
2. **Declarations of Interest.** Cllr Varley identified that as a District Councillor he may have an interest in some applications because he sits on the planning committee at District.
3. **Minutes of the previous meeting.** 
   1. To receive and approve the minutes of the meeting held on Monday 3rd February 2020, and matters arising. **APPROVED**
4. **Actions from previous minutes:** The Clerk noted that Came and Company had confirmed that the definition of a ‘competent’ person (when considering playground inspections) is a person who does not need to hold any particular qualifications, just someone that the Council approves. ‘*as they are carrying out these checks on behalf of the Council, they will not be held personally responsible should they miss something which leads to an incident or claim…’*
5. **Correspondence**
   1. NCC. ENQ900157613. Cedar Grange / Lower Street. Response from Highways regarding standing water. No response had been received and the Clerk would chase NCC Highways for further information prior to the next meeting
   2. BA. Broads Parish Forum. Wednesday 18th March. 6.30pm to 8.30pm, Yare House. Noted
   3. Clerk. Agreement given to parishioners to purchase flowers for planters. Noted
   4. Community Heartbeat Trust. Village Hall defibrillator. The Clerk noted that the CHT had advised her that the webnos system had not been used for the VH defibrillator, and that the ambulance service may well not have the defibrillator on their system. **The Chairman** would speak with the VH committee
   5. Litter picking contractor. Request for a deputy
   6. Parishioner. Recommendations regarding flooding. The Parishioner had attended the meeting and explained that in 1987 when the County suffered heavy rainfall some sandbags were given out. She detailed how the village had dealt with flooding at the time and noted that sandbags were in her garage. The Chairman thanked the parishioner for her comments and explained that as a result of her recommendations the Council would be putting together an emergency plan
   7. TPOA. BA/2020/0062/TPOA. Plot L, Bureside Estate, Crabbetts Marsh. Remove dead and diseased trees from site, pollard willow
   8. NNDC elections. Apology for incorrect elections invoice. Noted
6. **Finances:**
   1. Cllr Martin confirmed the accounts for the month
   2. **Receipts:** None
   3. The following payments were authorised:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **Payee** | **Description** | **Chq No** | **Amount** | **VAT** |
| 2.3.20 | Ralph Morris | Litter Picking | S/O | 130.00 |  |
| 2.3.20 | Clerk | Salary and expenses | 2489 | 582.69 |  |
| 2.3.20 | HMRC | Tax (paid by Clerk). | 2490 | 46.93 |  |
| 2.3.20 | Nest | Pension (in part from Clerk salary) | DD | 104.11 |  |
| 2.3.20 | Patrina \*\*\* | Litter picker | 2491 | 18.99 | inc |
| 29.2.20 | URM | Glass | DD | 18.00 | 3.00 |
| 15.2.20 | CGM | Grounds Maintenance | DD | 81.80 | 13.63 |
| 2.3.20 | NALC | Training (£70 to be reimbursed by Hoveton PC | 2492 | 300.00 | 50.00 |
| 2.3.20 | NNDC | Election | 2493 | 208.04 |  |
| 2.3.20 | Norfolk ALC | GDPR training | 2494 | 12.50 | 2.00 |

1. **Asset Management.** 
   1. To receive a request to replace the old bench at the Village Green outside St Benet’s Hall with a new one – approximately £640. **AGREED.** The Council **AGREED** that a memorial or plaque on a bench would always be moved to a new bench, if relevant. **Cllr Varley** would amend the benches policy to include this
2. **Parish Councillor reports.** 
   1. **Playground report.** Cllr Varley took the inspection book and would fill in the playground inspection report
   2. **GDPR.** The Clerk noted that parishioners’ names should not be mentioned in Parish Council meetings or emails / correspondence. Noted
3. **Parishioners’ Matters: The meeting was adjourned at 8.09 pm for public participation**
   1. **District / County Councillor report**

Cty Cllr Price had attended the meeting and noted that a site meeting in Ferry Road had been agreed for MP Duncan Baker for Friday 3rd April.

The Chairman thanked a member of the VH committee for attending the meeting and representing the VH, and hoped that he might continue to do so

* 1. **Public Session**

**The meeting was reconvened at 8.38pm**

1. **Planning:** 
   1. **Planning applications received**
      1. None
2. **Agenda items**
   1. To receive a presentation from Kate Knights of the Broads Authority, regarding the Conservation Area appraisal. Kate Knights, Cally Smith and Kayleigh Judson had attended the meeting with Harry Blathwayt who had replaced Paul Rice on the BA. They gave an informative presentation, for which the Parish Council thanked them
   2. To consider reviewing rent for allotments, and to consider reviewing the allotment allocations. **The Clerk** would calculate the amount of increase in rent would be required in order to cover the Parish Council costs, and would write to tenants accordingly
   3. To review communication with villagers including the Horning Reach. The **Clerk** would in future write the Horning Reach Articles
   4. To consider moving a dog bin from one location to near the church, or purchasing a new dog bin. The Chairman explained that a bin only in recent years had been moved in the opposite direction. The Council therefore did not agree to relocate a bin
   5. To set donations for the f/y 2020/2021
      1. Donation request from Priscilla Bacon Hospice. As no such donation had been budgeted for, the Council was unable to make a donation
      2. Donation request from Cromer Community and Hospital Friends Committee. As no such donation had been budgeted for, the Council was unable to make a donation
3. **To list items for the Horning Reach Parish News** 
   1. Parish Councillor recruitment
   2. Conservation Area review
   3. Emergency Plan
4. **HTo identify other items at the Chairman’s discretion:** none
5. **To identify the next venue for the SAM2 sign.** The Sam2 sign had recently been relocated to Mill HIll
6. **Closure of meeting at 8.50 pm**
7. **To confirm that the next meeting will take place in St Benet’s Hall on Monday 6th April 2020 in St Benet’s Hall at 7pm**